

SUPPLIER DIVERSITY PLAN FOR THE DEPARTMENT OF ECOLOGY

- I. Director's Statement of Commitment – Minority and women-owned businesses are an integral part of Washington's community and economy. I am committed to increasing minority and women-owned firms' participation in public contracting and purchasing opportunities. I will support agency and statewide efforts to increase the participation of diverse suppliers and contractors in public purchasing.


Signed Jay J. Manning

7/23/09
Date

- II. Ecology's Supplier Diversity Mission – Ecology's mission is to increase competitive and fair access to public contracting and purchasing activities.
- III. Ecology's Supplier Diversity Goal – Increase Ecology's participation in minority and women-owned business enterprise (M/WBE) contracts and purchases.
- IV. Actions to Achieve Supplier Diversity Goal –
Action 1 – Partner with the Office of Minority and Women Business Enterprises (OMWBE) to identify effective outreach strategies and purchasing efforts.
Action 2 – Post bids to the Washington Electronic Bid System (WEBS) and OMWBE web sites.
Action 3 – Train Ecology employees to include M/WBE firms in all solicitation efforts.
Action 4 – Record and report Ecology M/WBE payments for accurate data collection.
- V. Ecology Staff Responsible for Plan Implementation/Monitoring – Ecology's Director and Chief Financial Officer will provide executive level support for the supplier diversity plan. The Director will sign and distribute the plan, and will support and encourage various agency efforts to increase MWBE participation. The Chief Financial Officer serves as the executive-level change agent for Ecology.

Since Ecology has a centralized contracts and purchasing unit, Ecology's contracts and purchasing manager will coordinate implementation of the four action items listed above. The manager will provide training to agency contract officers, budget planners, and purchasing coordinators on successfully implementing our supplier diversity goals. The manager will also work with fiscal staff to ensure recording of M/WBE spending on contracts and purchases. Ecology's Deputy Director and Chief Financial Officer will monitor agency progress on M/WBE targets by including this subject in quarterly environmental program management team meetings on performance expectations. Ecology also has strong mandates to increase its use of sustainable products and environmentally preferable purchasing, and will coordinate increased focus of M/WBE participation with these equally important objectives.

VI. Specific Steps to Meet Supplier Diversity Goals –

Action 1 – Partner with OMWBE to:

- Identify “best practices” to increase participation.
- Update the agency plan to refine and add strategies.
- Evaluate bid and contract templates for barriers to M/WBE participation.

Action 2 – Posting:

- Post formal bids to the Washington Electronic Bid System (WEBS) and OMWBE web sites.
- Train and remind procurement staff to post bids.
- Require WEBS and OMWBE bid postings along with traditional sites.

Action 3 – Train Ecology employees.

- Executive management emphasizes the need for more M/WBE participation in public procurement to staff.
- Ongoing contracts and purchasing training will include a specific M/WBE solicitation section.
- Provide small group sessions, e-mail tutorials, or one-on-one training for procurement staff.
- Require procurement staff to encourage contractors/recipients to include M/WBE firms in their solicitations.
- Provide quick links to guidance on OMWBE and purchasing on intranet sites.

Action 4 – Collect accurate baseline data to set future-year targets.

- Work with contractors and grantees to encourage second-tier reporting.
- Work with fiscal staff to flag M/WBE payments in the agency financial reporting system.
- Track and report M/WBE purchasing participation in the agency purchase tracking system to ensure accurate percentage reports.

VII. Procedure for Setting Annual M/WBE Targets by Class of Contract – Ecology will use past fiscal year data as a baseline for current year targets. Ecology will set realistic and assertive targets for M/WBE participation.

VIII. Build M/WBE Outreach Into Agency Culture – Ecology will participate in OMWBE sponsored events (business summits and similar activities). The Ecology Director will communicate expectations to staff through the senior management team, executive management team, and environmental program management team.